Office of Cable & Multimedia Services Duplication Request Form

Full Name:	
Company/Agency:	
Address:	
Phone #:	
Meeting/Program(s):	
Number of copies: (circle one) 1 2 3 4 5 6 7 8 9 10	
Format (circle one) Audio Cassette or DVD	
 Office of Cable & Multimedia Services will make up to TEN (10) copies on DVD. Cost per program (per copy) \$10.00 per DVD-R disc \$10.00 per hour for audio cassette tape No DVD's are accepted in lieu of payment. Allow ONE WEEK (5 working days) for duplications to be completed. The copy(s) can be mailed to you or picked up. Standard Shipping per program - \$3.00 Overnight Shipping per program - \$5.00 Tape(s) can be picked up with correct cash/check amount in room 123 City Hall. Make check payable to: Minneapolis Finance Department. Mail payment to: Office of Cable & Multimedia Services 350 South Fifth Street Room 123 City Hall Minneapolis, MN 55415 No copyright protected tapes will be duplicated. Viewers are encouraged to record a program on Minneapolis 14 or Minneapolis 79 for free 	
Amount due:	
Copyright Release Policy: The office of Cable & Multimedia Services abides by Title 17 of the United States Copyrig Programs not produced by the Office of Cable & Multimedia Services may be protected by this do require proper authorization to duplicate any or all portions of said programs. Was the Master program produced by the Office of Cable & Multimedia Services?	
Yes No please read and sign Copyright Release Policy below.	
I,, certify that I have obtained the clearances needed to duplicate the requested program(s), thus releasing the Office of Cable & Multimedia Services copyright infringements.	legally from all
Signature Date	